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ABSTRACT

This proposal for the establishment and operation of a campus children's center is intended to serve as a model for all Los Angeles Community College District colleges and other interested community colleges. Topics covered are: needs assessment, philosophy, advisory committee, location, building, staffing, admission and fees, operation, budget and evaluation plan. The following forms are appended: the Los Angeles Valley College Feasibility Questionnaire; job descriptions for the Center director, assistant director/teacher, and teacher; and an emergency consent form. (For related document, see JC 740 036). (KM)

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LOS ANGELES COMMUNITY COLLEGE DISTRICT

CAMPUS CHILDREN'S CENTERS SAMPLE PROPOSAL

DIVISION OF EDUCATIONAL PLANNING AND DEVELOPMENT
Office of College Relations and Community Services

January 1974

ED 086283

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**UNIVERSITY OF CALIF.
LOS ANGELES**

JAN 31 1974

**CLEARINGHOUSE FOR
JUNIOR COLLEGE
INFORMATION**

I. PREFACE

The following proposal is offered as an example of a program for the establishment and operation of a campus children's center. Based upon a proposal written by Community Services administrators at Los Angeles Valley College, it is intended to serve as a model for all District colleges and, perhaps, for other interested community colleges as well.

II. INTRODUCTION

According to the Department of Labor, 3.7 million working women have children under the age of five. The Department of Labor predicts that the number of working mothers with children under the age of five will reach 6.6 million by 1985. Many of these women will find it difficult to obtain employment that will provide them (and their children) with an income above the poverty level, since they lack the requisite training and skills to become productive members of society.

Community colleges have taken pride in offering the kind of education that provides such women with marketable skills. However, many women cannot take advantage of this opportunity for education, because of the absence of a low-cost campus day care facility for their children.

Community colleges recognize their obligation to provide children's centers as a necessary supportive service. A campus children's center is as essential as health service, food service, placement service, a counseling office, and a book store. A well-run center will enable a significant portion of our campus community to pursue its education while providing for the welfare of its children.

III. NEEDS ASSESSMENT

A needs assessment is one of the first and most important steps in determining the feasibility of establishing a campus children's center. The procedure followed at Los Angeles Valley College is used as an example of a needs assessment made at a District college.

The Valley College administration, in cooperation with the Associated Students Organization Child Care Committee, conducted a survey to determine the need for a campus children's center. Findings were consistent with national and local needs previously observed. Of the 12,000 day students, over 2,000 were queried in the sample. Those students who expressed an interest in using a campus children's center had a total of 182 children whom they would enroll in such a facility. There was an overwhelming need for a children's center on this campus at the time the survey was made. This need remains unmet. (See Appendix for the survey and its results.)

It should be noted that this survey was concerned only with students currently in attendance. It could not query the many students forced to withdraw from college because of a conflict between parental responsibilities and educational needs. Nor did it consider the large number of young parents who have not had an opportunity to begin college education.

IV. PHILOSOPHY

The philosophy of a campus children's center is to promote the physical, emotional, social, and intellectual development of children. The center will offer a supportive and pleasant environment in which children will feel relaxed and secure. Specifically, there will be planned educational experiences, i.e., opportunities to explore, discover, learn, create, and work in a cooperative manner in order to foster intellectual and personal growth. In this context, the center will endeavor to present various developmental experiences in the fields of art, music, motor, behavioral, and learning skills to the children.

A further aspect of the center's philosophy will be the development of the children's attitudes towards self-reliance, self-expression, and self-identity. These attitudes will be encouraged through the interaction of the children with their peers and teachers. Attitudes of good citizenship will be encouraged and children will learn respect for the rights, feelings, and property of others. Further, the emotional and social stability of the children will be enhanced.

Another significant function of the center will be the encouragement and demonstration of good health practices, including nutrition education, for the children. In this respect, each child will be directed on a one-to-one basis, receiving individual attention and personal contact. Such careful supervision will insure the general physical health and safety of each child.

The interests and needs of parents will be considered in helping determine the development of each individual child. Thus, the center will remain sensitive to parental suggestions and personal communication between children, parents, teachers, and administrators will be encouraged and maintained.

In summary, the center will provide an environment in which teaching of children's positive social and intellectual growth will be manifested.

V. ADVISORY COMMITTEE

A. Formation

It is proposed that a Children's Center Advisory Committee be formed at each District college to submit recommendations concerning operational and long-term planning decisions to the college president.

B. Composition

1. One administrator chosen by the campus administration.
2. One faculty member chosen from the appropriate department offering courses in child development.
3. One faculty member chosen by the Academic Senate.
4. One community representative chosen by the Community Services Advisory Committee.
5. One parent-user of the children's center elected by the other parent-users.
6. Two ex officio members selected by the Associated Student Body Organization at each college.

C. Duties and Responsibilities

1. To recommend to the college president persons nominated for the position of Director.
2. To review application procedures and selection criteria.
3. To establish program policy and evaluation.
4. To plan long-term programs.
5. To examine and evaluate monthly expenditures.
6. To approve the annual budget.
7. To investigate outside funding agencies and prepare proposals.
8. To make presentations to appropriate agencies.

D. Term of Office

All board members serve a term of one school year with the exception of parent-user and ex officio members who serve one-semester terms.

VI. LOCATION

Each college will consider the following factors in determining the most desirable site for its children's center:

1. Safety and protection of the children.
2. Isolation from college classroom activities.
3. Minimal vehicular and pedestrian traffic.
4. Safe parking for dropping off children.
5. Sufficient space for the building and an outside play area.
6. Space for future expansion.
7. Limited parking facilities on campus.

VII. BUILDING

The following criteria have been applied in the selection of a facility for a children's center and classroom:

1. Materials that are easy to maintain.
2. Safety and protection of the children.
3. Simple uncluttered, and functional use of space.
4. Flexibility and versatility in the utilization of space.
5. Ease in supervision of children.
6. An environment that recognizes the individual differences of the children and the teaching staff.
7. Ability to meet all state and local building requirements, including earthquake and fire safety.

The above criteria plus consideration of cost indicate that factory-built modular units best meet requirements.

VIII. STAFFING

The staff will consist of one Director, one Assistant Director/Teacher, and the equivalent of three full-time teachers. Students in the work-study program may also be included. Staffing will be scheduled to maintain an adult/child ratio of 1:10. The schedule will provide for staffing for a 15-1/2 hour operating day, with sufficient time for rest periods and staff meetings.

A. Hiring

1. The Director and the Assistant Director/Teacher will be nominated by the Advisory Committee.
2. Part-time teachers will be nominated by the Director to the college president.

B. Job Description

1. Director (See Appendix for job description).
2. Assistant Director/Teacher (See Appendix for job description).
3. Campus Children's Center Teacher (See Appendix for job description).
4. Students--College Work-Study Program

a. Qualifications:

- (1) Qualifies for employment under guidelines set by the Economic Opportunity Act of 1964.
- (2) Demonstrates interest and enjoyment in working with young children.

b. Responsibilities:

- (1) Assists Director and teachers in children's center activities.
- (2) Takes part in regular orientation program and in-service training.

IX. ADMISSION AND FEES

Children from the ages of two to five who are toilet-trained will be admitted during the day program. Older children may be accommodated during hours of evening operation. Children of students will have the highest priority for admission. Other children may be admitted up to the maximum center capacity. All student users of the center must be officially enrolled for a minimum of nine units.

Limited funds and available space make it necessary to establish the following criteria for admission:

1. Financial need.
2. Family size.
3. Single-parent families.
4. Families in which both parents are studying or employed.
5. Families with more than one child below the age of five.
6. Lack of child care facilities in the community.

Although fees are necessary to help meet the operating expenses of the children's center, they will be kept to a minimum. It is planned that no child be denied admission because of the student-parent's inability to afford children's center fees. The following fee schedule is suggested:

First Child - 50¢ per hour
Second Child - 25¢ per hour
Third Child - 15¢ per hour

X. OPERATION

A. Routine

1. The children's center will be open from 7:30 a.m. to 10:00 p.m., during the school year. (This does not include the summer session).
2. Total enrollment at any given time will not exceed thirty children.
3. Parents must register their children for predetermined blocks of time so that there will be little interruption of the educational program. The minimum period of time per day a child may be enrolled shall be two hours. These hours are determined by parent needs.

B. Standards

All requirements set forth in Title 22, Division 2, Chapter 3, Sections 34001 through 34266 of the California Administrative Code shall be met.

1. A Director will be responsible for the children's center.
2. A ratio of one teacher to ten children will be maintained.
3. A complete physical examination will be required of all staff members. The physician's report will be kept on file in the center.
4. An isolation room will be provided for children who become ill.
5. One toilet and handwashing facility will be provided for every ten children.
6. There will be a separate facility for staff members.
7. Drinking fountains will be installed in the playroom and playground.
8. There will be a staff room with a cot.
9. Adequate space for children's clothing, play materials and a locked cabinet for first-aid supplies will be provided.
10. Provisions for naps after lunch time will be made for all children.

11. Parents will provide sack lunches if the number of hours attended by the children indicate such a need.
12. A daily attendance record will be maintained and be readily available at all times.
13. Ill children are not accepted for care. If a child becomes ill during the day, a parent will be asked to come for the child at once.
14. Emergency Care:
 - a. In case of illness, accident, or injury to any child, the center will make prompt arrangements for notification of the parents and for emergency care, if necessary.
 - b. Parents are to be notified immediately of any illness or injury to the child in the center. Specific instructions regarding action to be taken will be obtained from them.
 - c. The center will be prepared to obtain emergency care at the closest most appropriate facilities without specific parental instruction in case the parents cannot be reached immediately or the nature of the illness or injury is such that there should be no delay in getting medical advice. Costs of such emergency services will be the responsibility of the parents.

C. Record Keeping

The center will keep a record of each child containing the following information:

1. Identification
 - a. Child's name, birthdate and current address.
 - b. Parents' full names.
 - c. Addresses of both parents.
 - d. Name, address, telephone (home and business), class schedule and signature of persons responsible for child.
 - e. Names of persons authorized to take child from center.
 - f. Names, addresses and telephone numbers of relatives or others who can assume responsibility for the child if, for some reason, the parents cannot be reached immediately in an emergency.
 - g. Name, address, and telephone number of physician to be called in an emergency.

- h. "Emergency Consent Form--parent's permission for emergency care if neither they nor persons mentioned above can be reached. (See Appendix)

2. Health Information

- a. Health history report, including these immunizations, is required before admission: diphtheria, pertussis, tetanus, poliomyelitis, and measles.
- b. A physician's pre-admission examination report, no older than thirty days prior to admission.

3. Continuing Health History

- a. Information on illness while enrolled in the center.
- b. Detailed information on any accidents or injuries to the child in the center and any emergency medical attention given.

4. Attendance

Information about enrollment and attendance, dates of admission, and date of discharge.

D. Program

The specific program will be developed by the Director. However, the content of the instructional program will be a balance between deliberately stimulating learning and allowing the child to enjoy developmental experiences in art, music, science, motor skills, and behavior. The center will provide opportunities to experiment, learn, create, and to increase self-understanding through the following:

1. Physical activities such as climbing, running, jumping, balancing, pushing, and pulling.
2. Language and literature using books, stories, pictures, discussion, and conversation.
3. Dramatic play with family and community play materials.
4. Natural and physical science, including experiences with gardens, sand and water, animals and insects, and natural phenomena.
5. Construction activities using boards and boxes, blocks, wood, and tools.
6. Creative expression using art materials.
7. Music experiences through singing, musical instruments, creative dancing, and listening to records.
8. Manipulative materials such as puzzles, scissors, beads, and small toys.

XI. BUDGET

Three basic financial components of a children's center budget are:

- A. Capital facilities
- B. Capital furnishings
- C. Operating expenses

An estimated budget for a campus children's center at Valley College, utilizing these three components is supplied below.

A. Capital Facilities Budget

1. Building Modules

- a. Factory built modules, 1560 sq. ft. \$28,000
- b. Cost of delivery 350

2. Additional Facilities

- a. Partitions and doors 1,800
- b. Toilets and sinks 3,600
- c. Cabinets 1,800

Total cost of bldg. (\$22.78 p/sq. ft.) \$35,550

3. Utility Installation

a. Electric Power

- (1) City costs--conduit from power pole to building \$ 300
- (2) Electrical costs--150 feet of conduit plus hookup 2,000

b. Water

- (1) Meter--1-1/2" 550
- (2) Plumbing costs--150 feet of 1-1/2" pipe, cost includes patching and cleanup 1,150

c. Sewer

- (1) Use fee--\$10.50 x 30 children 315
- (2) Plumbing costs--150 feet of 4" standard pipe 1,380

\$ 5,695

4. Site Development

| | |
|---|----------|
| a. <u>Demolition and removal</u> --4500 sq. ft. of asphalt removal at 15¢ sq. ft. | \$ 675 |
| b. <u>Replacement of surface material</u> - sand, tan bark or equivalent | 675 |
| c. <u>Landscaping</u> --plant materials and soil preparation labor (student contribution) | 600 |
| | \$ 1,950 |

5. Fencing

| | |
|--|-------|
| Chain link fence (5 foot) and gates (one pedestrian and one truck) | 2,000 |
|--|-------|

6. Plans and Fees (10%) 3,550

7. Contingencies, tests, inspection (10%) 3,550

Total cost of capital facilities (\$33.52 p/sq.ft.) \$52,295

B. Capital Furnishings Budget

1. Basic

| | |
|--------------------------|----------|
| Kitchen utensils | \$ 25 |
| Tables (3 @ \$110) | 330 |
| Chairs (30 @ \$10) | 300 |
| Cots (30 @ \$18) | 540 |
| Cot (sickroom) | 35 |
| Record player | 55 |
| Refrigerator | 300 |
| Easels (3 double @ \$60) | 180 |
| Stove | 200 |
| | \$ 1,965 |

2. Play Equipment

| | |
|---------------------------------------|--------|
| Standard rhythm sets (2 @ \$30) | \$ 60 |
| Books and records | 150 |
| Hardwood floor block sets (2 @ \$150) | 300 |
| Sensory perception package | 60 |
| Manipulative items | 175 |
| Science corner materials (2 @ \$20) | 40 |
| Art supplies | 100 |
| | \$ 885 |

B. Capital Furnishings Budget - continued

3. Outdoor Equipment

| | | |
|---------------------------------------|------------|----------|
| Wagons (3 @ \$15) | \$ 45 | |
| Tricycles (5@ \$30) | 150 | |
| Jungle Gym | 150 | |
| Crawl Through | 125 | |
| Slide (2 @ \$100) | 200 | |
| Swing Set | 150 | |
| Sand box with cover | 175 | |
| Balls, jump ropes, misc. | 35 | |
| Walk-in storage for outdoor equipment | <u>150</u> | |
| | | \$ 1,180 |

4. Staff Equipment

| | | |
|------------------|-----------|--------|
| Desk and chair | \$ 250 | |
| Chair (2 @ \$75) | 150 | |
| Typewriter | 500 | |
| File | <u>75</u> | |
| | | \$ 975 |

Total cost of capital furnishings \$ 5,005

Total Capital Costs Summary

| | |
|-------------|-----------------|
| Facilities | \$52,295 |
| Furnishings | <u>5,005</u> |
| | <u>\$57,300</u> |

C. Operating Expenses

1. Personnel

| | | |
|---|--------------|----------|
| a. Director/Head Teacher (\$800 x 10 mo.) | \$ 8,000 | |
| b. Three full-time teachers or equivalent | 23,069 | |
| c. Payroll taxes | <u>2,415</u> | |
| | | \$33,484 |

2. Operating Costs

| | | |
|--|------------|----------|
| a. Supplies | | |
| Instructional | \$ 1,050 | |
| Office | 110 | |
| Cleaning | 110 | |
| b. Utilities (\$1.00 per sq. ft.) | 1,623 | |
| c. Insurance | 200 | |
| d. Repairs & Maintenance (1.5%) | 1,245 | |
| e. Nutrition (morning & afternoon snack/child) | 1,500 | |
| f. Other expenses | <u>350</u> | |
| | | \$ 6,188 |

Total yearly operating costs \$39,672

3. Sources of Income

| | |
|--|--------------|
| a. Tuition - User's Fees 50¢/hr. (30 children x 40 hrs. x 37 weeks @ 80% capacity) | \$29,748 |
| b. Work Study | 5,000 |
| c. Children's Center Fund | <u>4,924</u> |

Total sources of income

\$39,672

XII. CHILDREN'S CENTER EVALUATION PLAN

In anticipating the establishment of campus children's centers within the District, an evaluation plan was developed by the Office of Educational Research and Analysis in conjunction with a children's center evaluation subcommittee. The subcommittee includes the Director, Educational Research and Analysis, three campus research directors and two children's center representatives. This subcommittee works as an integral part of the District Children's Center Committee and reports to the latter upon request.

The evaluation subcommittee made the following recommendations which were approved by the Campus Children's Center Committee:

- A. An on-site visit and evaluation of each established children's center will take place at least once each year.
- B. Outside children's center experts will be invited to evaluate each center. They will be provided with evaluation forms and will be expected to review, as a minimum, children's center goals and objectives, instructional services, support services and resources. Development of criteria for evaluation will be the responsibility of the children's center evaluation subcommittee. The plan will closely follow the COPES (Community College Occupational Program Evaluation System) format and procedures now in wide use throughout the State.
- C. Outside evaluators will provide a written and oral critique of their observations to appropriate persons and agencies.
- D. In addition to evaluating the quality of programs and services, the District will conduct a cost analysis. Children's center cost ratios and formulas will be developed that compare costs with individual children's center goals and objectives.

The purpose of evaluation is self-appraisal. Recommendations made will be used by children's center administrators for improving their programs. Evaluation time lines and activities scheduled for children's centers will be fully developed and implemented by the evaluation subcommittee. It is suggested that this evaluation plan be common to all campus children's centers, with only slight modifications expected.

Appendix

A SUMMARY OF RESPONSES TO A NURSERY SCHOOL FEASIBILITY QUESTIONNAIRE

PURPOSE

The purpose of this report is to provide information relative to the establishment of a nursery school at Los Angeles Valley College.

PROCEDURE

During the week of November 29, 1971, questionnaires were given to all instructors having 10:00 o'clock classes. Instructions on a cover letter to instructors indicated that the questionnaires should be given out, collected, and returned immediately. Questionnaires were given to 130 instructors. Seventy-five instructors (58%) returned 2,022 questionnaires. The following report is a summary of the information contained in response to the seven questions given on the questionnaire.

SUMMARY OF NURSERY SCHOOL QUESTIONNAIRE

| 1. Are there any children in your immediate family younger than five years of age? | n | % |
|--|------|-----|
| Yes | 224 | 11 |
| No | 1798 | 89 |
| Total | 2022 | 100 |

| 2. If yes on #1, how many children are either two, three, or four years of age? | n | % |
|---|-----|-----|
| One | 120 | 65 |
| Two | 51 | 27 |
| Three | 11 | 6 |
| Four | 4 | 2 |
| Total | 186 | 100 |

| 3. Who takes care of the child (children) during the day? | Person | n | % |
|---|--------------------------|-----|-----|
| | Child's mother or father | 108 | 45 |
| | Other member of family | 34 | 14 |
| | A person not related | 69 | 28 |
| | Other | 32 | 13 |
| | Total | 243 | 100 |

| 4. Is there a fee charge for the care of the child (children)? | n | % |
|--|-----|-----|
| Yes | 109 | 51 |
| No | 105 | 49 |
| Total | 214 | 100 |

| 5. Where is the child cared for now? | n | % |
|--------------------------------------|-----|-----|
| In his or her own home | 110 | 49 |
| In home of relative | 24 | 11 |
| In home of unrelated person | 45 | 20 |
| In nursery school | 43 | 19 |
| Other | 3 | 1 |
| Total | 225 | 100 |

| 6. Would you consider using a nursery school if one were established on the Los Angeles Valley College Campus? | n | % |
|--|-----|-----|
| Yes | 156 | 74 |
| No | 56 | 26 |
| Total | 212 | 100 |

| 7. How many of the children mentioned above would take advantage of a Los Angeles Valley College Nursery School? | No. of Children | n |
|--|-----------------|-----|
| | 0 | 84 |
| | 1 | 103 |
| | 2 | 30 |
| | 3 | 5 |
| | 4 | 1 |
| | Responding | 139 |
| | Total children | 182 |

C O M M E N T S

1. Approximately 11% of 2,022 respondents to the Nursery School Questionnaire indicated that there were children in the immediate family less than five years of age. (The term immediate family may provide somewhat misleading data, as some students may be responding to children as children, while others are responding to siblings as children.)
2. A total of 186 children were identified as being one, two, three, or four years of age.
3. During the day, 45% of the children were cared for by the mother or father, 14% by some other family member, while 28% received care from an unrelated person. A nursery school or other facility provided care for 13% of the children.
4. In slightly over half of the 214 responses given (51%) fees were charged for the care of the child.
5. Care was provided for 49% of the children in their own homes, for 20% at the home of an unrelated person, while 11% were cared for at the home of a relative. A nursery school provided care for 19%, and some other person or facility provided care for the remaining 1%.
6. Of the 212 students responding to question #6, 156 (74%) stated that they would consider using a nursery school if one were established on the Los Angeles Valley College campus.
7. A total of 139 students answered question #7, indicating that 182 children would take advantage of a Los Angeles college nursery school.
8. A total of 182 students filled out the bottom of the questionnaire requesting more information about such a school. (See Appendix A-4.)

LOS ANGELES VALLEY COLLEGE
NURSERY SCHOOL QUESTIONNAIRE

1. ARE THERE ANY CHILDREN IN YOUR IMMEDIATE FAMILY YOUNGER THAN FIVE YEARS OF AGE?

_____ YES

_____ NO

2. IF YES, HOW MANY CHILDREN ARE EITHER TWO, THREE, OR FOUR YEARS OF AGE?

_____ Show Number Here

3. WHO TAKES CARE OF THE CHILD (CHILDREN) DURING THE DAY?
(Check one or more if necessary)

_____ a. The child's mother or father

_____ b. Other member of family

_____ c. A person not related to the child

_____ d. Other: Explain _____

4. IS THERE A FEE CHARGED FOR THE CARE OF THE CHILD (CHILDREN) NOW?

_____ YES

_____ NO

5. WHERE IS THE CHILD CARED FOR NOW? (Check one or more if necessary)

_____ a. In his or her own home

_____ b. In the home of a relative

_____ c. In the home of an unrelated person

_____ d. In a nursery school

_____ e. Other: Explain _____

6. WOULD YOU CONSIDER USING A NURSERY SCHOOL IF ONE WERE ESTABLISHED ON THE LOS ANGELES VALLEY COLLEGE CAMPUS?

_____ YES

_____ NO

7. HOW MANY OF THE CHILDREN MENTIONED ABOVE WOULD TAKE ADVANTAGE OF A LOS ANGELES VALLEY COLLEGE NURSERY SCHOOL?

If you would like more information about such a school, please write your name, address and phone number below.

NAME _____

ADDRESS _____

PHONE _____

DIRECTOR OF CAMPUS CHILDREN'S CENTER

DEFINITION

Has supervisory and administrative responsibilities for the development and maintenance of an educational program.

TYPICAL DUTIES

ADMINISTRATIVE

Administration of the program in accordance with the standards and policies of licensing agency.

Coordinates and integrates the total program in education, health, and social services to meet the needs of children served; has responsibility for developing and maintaining good staff relationships, including awareness of the particular job of each staff member and its relationship to the whole.

Establishes time schedules in relation to the daily work, appointments, individual and group conferences for teachers, clerical, and maintenance staff.

Plans and supervises work of the professional, clerical, and maintenance staff in maintaining an enriched environment for the children served.

Maintains sound financial management.

Maintains efficient household management and sees that premises are kept in good repair so that proper protection of children is assured.

SUPERVISORY

Maintains a program that meets the emotional, physical, intellectual, and social needs of the individual child and the group.

Plans for professional growth and development of staff through individual conferences, group meetings, and frequent observation of student teachers with their groups.

Evaluates staff.

Interprets policies and program of the school to parents.

Maintains and helps teachers maintain good continuing relationship with parents through daily contact and planning conferences when needed.

CLASS QUALIFICATIONS

Knowledge of:

Needs, characteristics, and development of children and the pre-school child.
Principles of organization and management.

Ability to:

Plan and direct and review the work of subordinate personnel.

Supervise record keeping and reporting activities.

Express ideas orally or in writing.

Communicate and coordinate activities performed by a large number of people.

Easily establish rapport with and respect for pre-school children.

Coordinate a working relationship with pre-school children, parents, volunteers, A.S. Government, faculty, staff and administration.

ENTRANCE QUALIFICATIONS

Education:

A valid California elementary credential or a bachelor's degree granted from an approved institution, and the holding of a required child care permit issued by the State Department of Education.
Fifteen units in specified Child Development courses, including one course in Administration and Supervision.

Experience:

Two years of successful teaching or supervisory experience with preschool, kindergarten, or school-age children, or
Two years of related experience.

ASSISTANT DIRECTOR/TEACHER CAMPUS CHILDREN'S CENTER

DEFINITION

Under direction, to assist in the planning and directing the operations and programs of a children's center or to direct a phase of the operations and programs of a children's center; to perform related work as required.

TYPICAL DUTIES

- Assists in implementing an instructional program.
- Assumes responsibilities of the Director in her absence.
- Assists in providing orientation and information for observers and visitors.
- Assists in registration of children.
- Assists in collection of fees.
- Assists in maintaining records.
- Assists in planning a program of children's center activities and organizes and supervises a staff in their execution.
- Directs a staff of teachers and other workers.
- Assists in developing and arranging work schedules for teachers and other workers.
- Instructs workers in the program and in procedures and techniques.
- Interviews parents to discuss the conduct and progress of their children.

CLASS QUALIFICATIONS

Knowledge of:

- The organization, methods and procedures of a children's center.
- The habits, needs, and problems of children.

Ability to:

- Plan and direct the work of others.
- Write reports.
- Establish and maintain effective working relationships with others.
- Easily establish rapport with and respect for pre-school children.
- Assume the responsibility of the Director in her absence.

ENTRANCE QUALIFICATIONS

Education:

- A bachelor's degree from an approved institution with 12 units in Early Childhood Education.
- A valid California regular permit or credential authorizing service in the care and guidance of children in a child care program.

Experience:

- Two years of related experience.

CAMPUS CHILDREN'S CENTER TEACHER

DEFINITION

Under direction, instructs and supervises small children in a children's center and performs related work as required.

TYPICAL TASKS

Supervises children's play and study.
Plans, presents and supervises educational program for groups of children.
Prepares materials for educational program.
Attends and participates in staff meetings.
Supervises lunch tables.
Teaches games and crafts, tells stories and leads children in singing and recitation.
Keeps records.
Assists children in their washing and dressing.
Assists the assistant director in the planning and execution of the activities of the children's center.
Provides direction to children in the development of desirable social habits, good sportsmanship, and mental and physical health.
Performs related duties as assigned.

CLASS QUALIFICATIONS

Knowledge of:

Art, music, literature, and science as they relate to activities of pre-school children.
The mental, physical, and emotional development of pre-school children.

Ability to:

Speak clearly and with a pleasing voice.
Work cooperatively with children and adults.
Establish rapport with and respect for pre-school children.
Demonstrate personal characteristics necessary for the care and guidance of pre-school children including patience, judgement, tact, initiative, and cheerfulness.

ENTRANCE QUALIFICATIONS

Education:

60 semester units from an accredited college or university, including 12 units in Early Childhood Development.
A valid California regular permit or credential authorizing service in the care and guidance of children in a child care program.

Experience:

One year of related experience.

VALLEY COLLEGE CHILDREN'S CENTER

EMERGENCY CONSENT FORM

Child's Name: _____ Birthdate: _____

Current Address: _____ Home Phone: _____

Business Phone: _____

Mother's Name: _____

Home Address: _____ Business Address: _____

Father's Name: _____ Business Address: _____

Home Address: _____ Home Phone: _____

Business Phone: _____

If neither parent can be reached, please contact:

Name: _____ Phone: _____

Address: _____

Name: _____ Phone: _____

Address: _____

Family Physician: _____ Phone: _____

Address: _____

If serious illness or accident occurs at school and neither parents nor persons mentioned above can be reached, I give my permission to the Children's Center to secure the nearest emergency medical care.

Parent's Signature

Date